

April 6th, 2010

General Municipal Election Deadlines & Reminders



Important 2010 General Municipal Election Dates:

January 19th, 2010:	Last day for candidate filing for April Municipal Election
April 6th, 2010:	April General Municipal Election Day

All candidates are subject to certain reporting deadlines and requirements as required by law, including:

- 1) Personal Financial Disclosure (PFD) Requirements
- 2) Campaign Finance Reporting Requirements

If you are a candidate, please pay close attention to this information and **refer to pages two & three** of this document for specific deadlines and reporting requirements.

Before you can file your first campaign finance report you must file a **Statement of Committee Organization** within twenty (20) days of forming your committee (or file a Statement of Exemption) with the Missouri Ethics Commission. This report must have an original signature and can be either mailed or hand-delivered to our office. (Faxed receipt of this form is not accepted).

You can file all of your Campaign Finance reports online with the Missouri Ethics Commission. (Please note that all statewide and legislative candidates are required by law to file their reports online). When you file a Statement of Committee Organization, you will also need to file a **PIN Application** and **Waiver** to obtain your user name and password. The PIN Application and Waiver must be filed before you can electronically file your reports and can be mailed, hand-delivered, faxed or e-mailed to our office. Please click our link, [Electronic Filing](#), to access our online filing system.

If you have any questions or need assistance, please contact us at:

Missouri Ethics Commission
Physical Address: 3411 A Knipp Drive, Jefferson City MO 65109
Mailing Address: PO Box 1370, Jefferson City MO 65102
Phone: 800-392-8660 or 573-751-2020
Or visit our Website: www.mec.mo.gov

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Personal Financial Disclosure (PFD) Requirements §105.483- §105.487 RSMo.	
Due Dates:	PFD Reporting Requirements: <ul style="list-style-type: none"> • Must file PFD with the Missouri Ethics Commission: • Must be postmarked no later than midnight the day prior to the due date if submitted by mail or must be received by 5:00 p.m. on the due date if hand-delivered. • Must include original signature, no faxes or copies accepted
February 2nd, 2010	✓ Failure to file PFD by this date <ul style="list-style-type: none"> • Late fees assessed at rate of \$10.00 per day
February 9th, 2010	✓ Continued failure to file PFD by this date <ul style="list-style-type: none"> • Late fees assessed at rate of \$10.00 per day • Possible disqualification as candidate and removal from ballot
Campaign Finance Reporting Requirements §130.044 - §130.046 RSMo.	
Due Dates:	Campaign Finance Reporting Requirements: <ul style="list-style-type: none"> • Electronic reports must be filed by 5:00 p.m. on the due date • Mailed reports must be post-marked by midnight, <i>the day prior to their due date</i>, in order to be considered timely filed • Hand-delivered reports must be received at our office by 5:00 p.m. on the due date
Committees:	✓ Candidates must have their committees formed 30 days before the election ✓ Continuing committees must have their committees formed 60 days before the election
February 5th, 2010	✓ Last day for a continuing committee to organize a committee for this election
February 25th, 2010	✓ <i>40 Day Before Election Report Due</i> <ul style="list-style-type: none"> • Covers time period from day after closing date of last report through February 20th, 2010
March 7th, 2010	✓ Last day to organize a committee (except a continuing committee) for this election
March 29th, 2010	✓ <i>8 Day Before Election (General) Report Due</i> <ul style="list-style-type: none"> • Covers from day after closing date of last report through March 25th, 2010
April 15th, 2010	✓ <i>April Quarterly Report Due</i> <ul style="list-style-type: none"> • Covers from day after closing date of last report through March 31st, 2010
May 6th, 2010	✓ <i>30 Day After Election (General) Report Due</i> <ul style="list-style-type: none"> • Covers from day after closing date of last report through May 1st, 2010
Additional Campaign Finance Reports	
24 Hours After Receipt Report (File as needed)	✓ Any receipt of a contribution (including loans, see §130.011.(12) RSMo. for full definition of contribution) in an amount exceeding \$250 and which is received between the 11 th day through 1 day prior to the election, must be reported

	<p>within 24 hours of its receipt.</p> <ul style="list-style-type: none"> ✓ This report may be submitted via any written means of communication. ✓ Any contribution/loan meeting these specifications must be included in the next subsequently filed report.
48 Hour Notice of Contribution Report (File as needed)	<ul style="list-style-type: none"> ✓ Any individual or committee that receives any contribution (including loans, see §130.011.(12) RSMo. for full definition of contribution) from any single contributor exceeding \$5,000 must electronically report same to the Missouri Ethics Commission within 48 hours of its receipt.
Late Expenditure Report (Continuing Committee) – (File as needed)	<ul style="list-style-type: none"> ✓ Any continuing committee that, after the 12th day before the election, makes aggregate expenditures, other than contributions to a committee, of \$250 or more must report same to the Missouri Ethics Commission within 24 hours after making the expenditure.